

LEE COUNTY HEALTH DEPARTMENT

POSITION ANNOUNCEMENT

POSTING: **INSIDE/OUTSIDE - 12/4/13**

POSITION: **Processing Assistant III**

SALARY: **\$25,329 – \$35,460**

DUTIES/RESPONSIBILITIES: This position is in our Women's Infants and Children (WIC) Program. There is a substantial amount of client interaction in this position on a daily basis. This position also requires a high level of concentration and flexibility. The employee will be responsible for scheduling appointments, issuing food instruments, completing WIC applications and financial eligibility forms; screening of WIC eligible clients; assisting with records, reports and files; weights, heights; and other duties as assigned by the WIC Director.

MINIMUM REQUIREMENTS: Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

Preference will be given to those who are bilingual and has previous medical experience.

CLOSING DATE FOR APPLICATIONS: Friday, 12/13/13 at 5 p.m.

Submit a completed North Carolina State Application Form (PD 107) to the Lee County Health Department, PO Box 1528, Sanford, NC 27330. Pre-Employment Drug Testing and a Criminal Background Check are required.

EQUAL OPPORTUNITY EMPLOYER